

BUSINESS INFORMATION WAREHOUSE FOR ACCOUNTS PAYABLE



BW Release 3.0B

Slide 1

WORKSHOP OBJECTIVES

- **Raise user awareness about SAP BW**
- **Understand the Components of BW**
- **Understand the How-To-Use the BW Tools**
- **Provide an overview of SAP BW Web-based reporting**
- **Create understanding of the data contained in the reports**
- **Create the ability to select & execute a standard report**



BW OVERVIEW



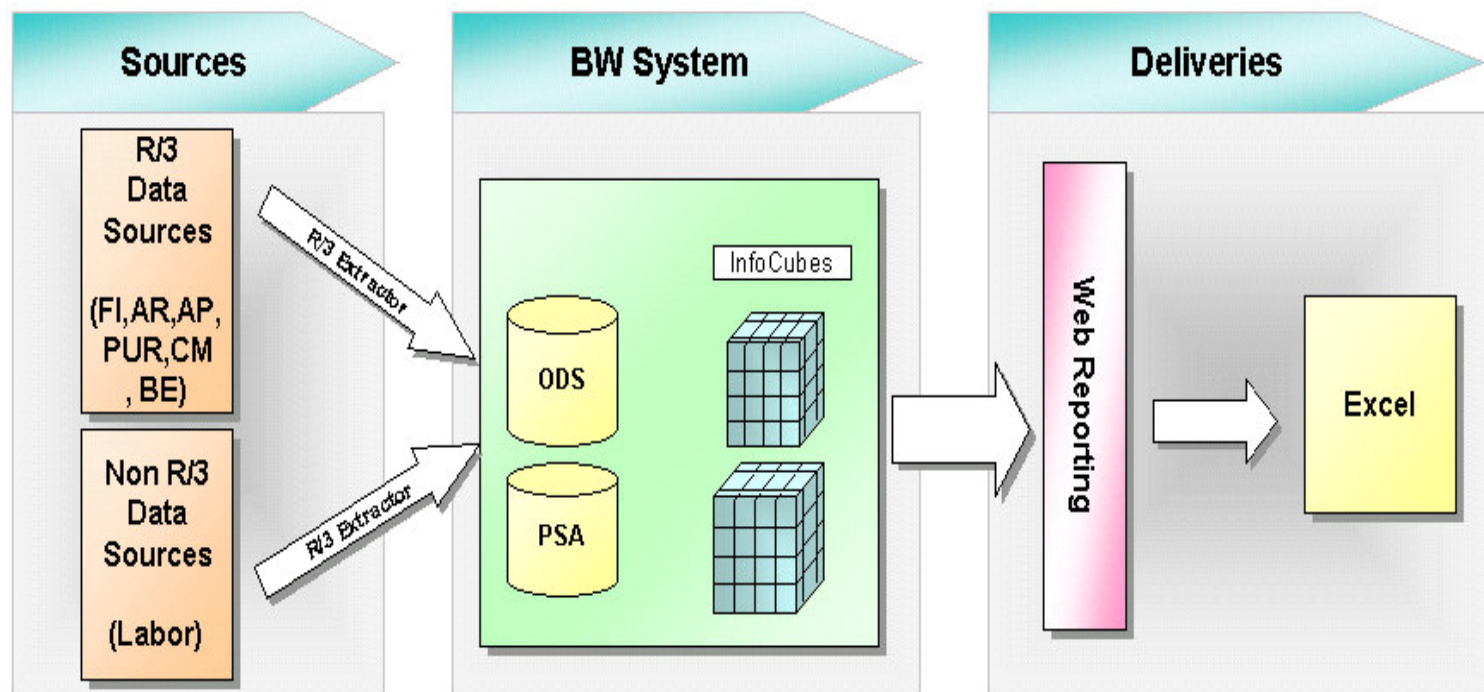
BW OVERVIEW

● Why BW Reporting

- BW provides canned reports that have been customized for NASA
- BW provides NASA specific queries to run Ad hoc business reports
- Provides business intelligence reporting and analysis from R/3
- BW has Web-based reporting capabilities
 - 1 Accounts Payable (AP)
 - 5 Accounts Receivable (AR)
 - 8 Budget Execution (BE)
 - 9 Cost Management (CM)
 - 16 Executive Information System (EIS)
 - 18 Purchasing (PUR)
 - 4 Standard General Ledger (SGL)



BW OVERVIEW



BW AWARENESS

- **BW will time out after 30 minutes of inactivity**
- **BW data is updated nightly Sunday-Thursday nights around 12:00am CST**



BW QUERY TERMS



QUERY TERMS

● Query Terms

- Variables (Business Area, Fiscal year, Purchase org, PO, PR)
- Key Figures (Net sales, Number of employees)
- Characteristics (Material, Customer, Plant)
- Calculated key figures (Total Sales for current year)
- Restricted key figures (Net Sales, Invoice value)
- Navigation Tools
- Navigation toolbar



CHARACTERISTICS AND KEY FIGURES

● Key figures

- Key figures are what you report on, total sales, total spend
- Key figures are the measure of certain fact of the business.
- Calculations are performed on KF (Net sales, Invoice value)
- E.g.
 - Net sales
 - Number of employees
 - Invoice value, etc.

● Characteristics

- Characteristics are used to aggregate and analyze key figures
- Can not perform calculation on characteristics
- E.g.
 - Material
 - Customer
 - Plant
 - Company code, etc.



CALCULATED KEY FIGURES

- **Calculated key figures (CKF) are key figures that are derived from other key figures usually via a calculation**





➤ E.g.

- Percent increase in sales is can be calculated using sales for current year and previous year sales
- Revenue is calculated key figure from sales – expenses
- Unit of Measures (ea, tons, cartons, pallets)



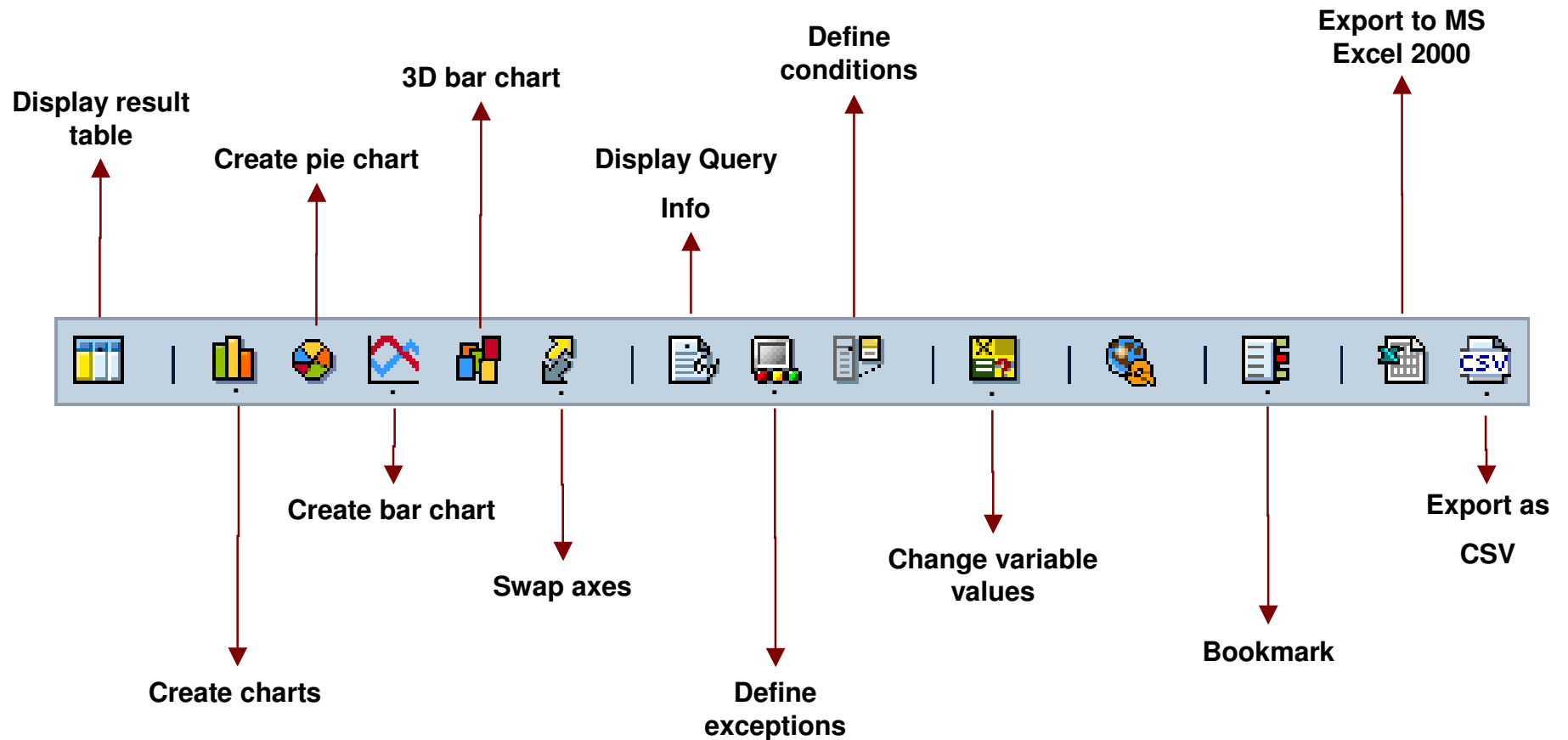
QUERY NAVIGATION

● Navigation Tools

- Drill down 
- Drill across 
- Removing drill downs/across
- Define filter value 
- Change query display properties
- Change key figures display properties
- Change characteristics display properties
- Removing filter values 



QUERY NAVIGATION TOOLBAR



QUERY NAVIGATION

Navigation Demo

- Please refer to Web Reporting End User Guide



ACCOUNTS PAYABLE REPORTS



ACCOUNTS PAYABLE REPORTS PURPOSE

- **Reports that reflect payment history**
- **Reports that provide general information about**
 - Accounts Discount
 - Account Interest
 - Late Payments



BW APPLICATIONS by MODULE

● Accounts Payable

➤ 1 Report

- ▼ Accounts Payable
 - 📊 APRPT10 - Payment History Report



BW APPLICATIONS by MODULE

● **Accounts Payable Report Names**

- (APRPT10) - Provides a history of payments by contractual document/order number



ACCOUNTS PAYABLE QUERY TERMS

● Accounts Payable Variables

Examples

- | | |
|------------------------|--------------------------------------|
| ➤ Business Area/Center | (Dryden Flight Research Center – 24) |
| ➤ Purchase Order | (45000000002) |
| ➤ Vendor | (Allen Peter W – 0000000000040) |
| ➤ Confirmation date | (06/23/2003) |
| ➤ Penalty Status | (N or P) |
| ➤ Payment Status | (L or O) |
| ➤ Discount Status | (1, 2, L or N) |
| ➤ Payment Reference | (Contract Financing) |



ACCOUNTS PAYABLE QUERY TERMS

● Purchasing Key Figures/Characteristics

Examples

- Debit Amount *
- Credit Amount *
- Discount Amount *
- Discount Lost *
- Penalty Charge Amount *
- Payment Amount *
- Record Counter *
- Clearing date (12/31/2003)
- BW: Document Number (4500000003)
- Confirmation date (12/24/2002)
- Payment Schedule Number (21224001)
- Invoice Received date (10/24/2002)
- Payment Method (D)
- User ID (SZILALA)



ACCOUNTS PAYABLE QUERY TERMS

● Purchasing Characteristics

- Business Area
- Document Number
- Reference
- Invoice
- Reason for Late Payment

Examples

(Dryden Flight Research Center)

(5600013)

(Bank Card)



BW HELP DESK

● Need help with BW?

➤ Contact:

- Help Desk @ BISS Ext. 2477

➤ BW Functional Leads:

- CM/BE Laura Peters & Brian Villalva
- AP/AR Eileen Detka
- PUR Aubrie Henspeter
- SGL Eileen Detka
- EIS BW Team



ACCESS REPORTS

● Accessing OLQR Core Financial Reporting

- Launch Web Brower & enter the following URL
 - <http://olqr-cf.ifmp.nasa.gov>



EXERCISES



EXERCISE 1: WEB REPORTS

- **Note: Use the current web template and the data**
- **Open and execute a web template that includes the following items:**
 - Filters/restricted key figures
 - Use drill down, drill across, filter, sort, conditions & exceptions
- **Use the following items to practice:**
 - Use and practice with drop down boxes
 - Use and practice with check boxes
 - Use and practice with radio buttons
 - Make notes of text elements
 - Use and practice exceptions (use the BW Web Reporting Navigation Intro hand out)
 - Use and practice conditions (use the BW Web Reporting Navigation Intro hand out)



EXERCISE 2: Save and Work with Excel

- **Note: use the “BW Web Reporting Navigation Introduction” hand out**
- **Use the query to sort (ascending, descending, expend, bookmark & query properties)**
- **Save a query as an Excel workbook in your local drive**
- **Use the Excel file to create graphics and charts**



REVIEW OF COURSE OBJECTIVES

You are now able to:

- Understand Query terms (Key figures/characteristics/Calculated & restricted KF)
- Use reporting tools (web application/browser/analyzer)
- Perform queries Navigation (Drill down/drill across/filter value/display properties)
- Use functionality within query (Exceptions/conditions)

